

MANUAL 11

SECTION 4 (1) (b) (xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

11.1 The University has no subsidiary agency under it; No off-campus, no affiliated college. Hence the point is not Applicable on the University. Therefore, budget is not allocated to agencies. However the details of Receipts & Payments, Annotated reply to Draft Separate Audit Report of CAG of India on the Accounts of CUPB, and Balance Sheet can be accessed by all in Financial Report of the year available at http://cup.edu.in/university_publications.php; and http://cup.edu.in/financial_reports.php

The Internal budget allocation is enclosed in Annexure 11-B

11.2 The total funding received from UGC & other GOI Agency is mentioned in Receipts & Payments Sheet of the Financial Report of University.

During routine academic & administrative work, the budget is proposed by the HoDs/Section In charges based on their requirement which is then evaluated and approved by competent authority. The compiled budgetary report of anticipatory expenditure and all other expenditure is finally submitted to Statutory Bodies i.e. Finance Committee and Executive Council for consideration and approval.

Expenditure from recurring budget. Copy of Budget Approval under recurring head of CUPB received from UGC is enclosed in Annexure 11 -A

The total budget and balance sheet of public authority of each year are available in Finance Committee Minutes online at http://cup.edu.in/finance_committee.php

The approvals of Executive Council is available in Minutes of Executive Council Meetings available at <http://cup.edu.in/executive-council.php>

The Finance Report includes following items: Receipts and Payment Sheet, Balance Sheet, Income and Expenditure Sheet, Schedule 1 - Campus / Capital Fund, Schedule 2 - Designated / Earmarked / Endowment Fund, Schedule 3- Current Liabilities & Provisions, Schedule 3A – Sponsored Projects, Schedule 3c – Utilized Grants from UGC / GOI, Schedule 4 – Depreciation for the Year, Schedule 5 Investment from earmarked / Endowment Funds, Schedule 6 – Investments Other, Schedule 7 – Current Assets, Schedule 8 – Loan, Advances, and Deposits, Schedule 9 – Academic Receipts, Schedule 10 – Grants / Subsidies, Schedule 11 – Income from Investments, Schedule 12 – Interest Earned, Schedule 13 – Other Income, Schedule 14 – Prior Period Income, Schedule 15 – Establishment Expenses, Schedule 16 – Academic Expenses, Schedule 17 – Administrative & General Expenses, Schedule 18 – Transportation Expenses, Schedule 19 – Repair & Maintenance, Schedule 20 – Finance Costs, Schedule 21 – Other Expenses, Schedule 22 – Prior Period Items, Schedule 23 – Significant Accounting Policies, Schedule 24 – Contingent Liabilities, and Notes to Accounts.

The Financial Report of the University dually approved by the University Statutory Bodies and Parliament is available on The University Website on http://cup.edu.in/university_publications.php; and http://cup.edu.in/financial_reports.php

11.3 The Foreign and Domestic Tours Budget Expenditure from recurring budget received from UGC. The details of Grants received from UGC is mentioned in Annual Financial Report available on http://cup.edu.in/university_publications.php; and http://cup.edu.in/financial_reports.php

11.4 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department:

University provides a Car with driver to the Hon'ble Vice Chancellor as per the provisions of CU Act and Statutes. The Officers of the University may use University Car upon the approval of competent authority for official travel purposes.

The information on expenditure on travelling is mentioned under TA/DA Head under Schedule 17- 'Administrative and General Expenditure' of Annual Finance Report available on http://cup.edu.in/university_publications.php; and http://cup.edu.in/financial_reports.php

Ledger of TD/DA of the members of University Staff is enclosed in **Annexure 11 C**.

11.5 Information Related to Procurement

(A) Notices, Tenders, Enquiries, and Corrigenda - http://www.cup.edu.in/tender_eoi.php

(B) Details of the bids awarded comprising of the names of suppliers of goods and services being procured - http://www.cup.edu.in/tender_archives.php

(C) The works contracts conducted & the rate at which such procurement or works contract is to be executed- List of Purchase Order issued by Procurement department is enclosed in Module 17 - **Annexure 17 B**. List of Tender, LOA Documents are available on http://www.cup.edu.in/tender_archives.php. The University follows the guidelines of GOI and conducts maximum procurement through Government E-Marketplace (GEM) & GOI e-Procurement Portal

(D) The University follows the guidelines of GOI and conducts maximum procurement through Government E-Marketplace (GEM) & GOI e-Procurement Portal

11.6 CAG & PAC Paras and the Action Taken Report are available on Module 17- Annexure 17 C